

# ***Travel & Expense Management System (TEMS)***

## ***User Group Meeting***

***10:00 – 12:00 on Nov. 8, 2005***

Point Plaza – 1<sup>st</sup> Floor Conference Room  
<http://www.ofm.wa.gov/accounting/tems/default.htm>

### **Agenda:**

1. Parking Lot Review From Last Week
2. Break
3. Parking Lot Issues – Open. The OFM TEMS Team reviewed the open parking lot items that were left open from prior sessions. We felt that some items can be addressed now. We want to keep other items open for a number of reasons: they require more information; they involve Roadmap recommendations and need more work; they require discussions with people outside the OFM TEMS Team and the User Group; and there are some other miscellaneous reasons. We would like to discuss the following open parking lot items.  
Issues #: PL058, PL065, PL012, PL013, PL014, PL018, PL019, PL025, PL031, PL040, PL041, PL043, & PL060
4. Roadmap Update

### **Categories:**

- OKCOM:** This requirement is correct. We can all probably implement it in a common fashion.
- OKMOD:** This requirement is correct. However, there are differences agency by agency that will probably require unique processes or customized implementations.
- ISS:** There are issues with this requirement that need resolution.
- INFO:** We need to get more information about this requirement.
- DEL:** Delete this requirement.

### **Priorities:**

- ESS:** Essential. This function must meet this requirement.
- HIGH:** This requirement is highly desirable.
- MED:** This requirement is a “nice to have” within this function.

**LOW:** This requirement is of low priority. The function can easily operate without this requirement.

**Ground Rules**

- Start and End on time
- Consider and respect all ideas
- Keep an open mind
- Support open discussion and honesty
- Keep on topic
- Manage airtime (facilitator will monitor time spent on individual topics)
- Keep the discussion on a business level – not personal

**Workshop Schedule (Planned vs. Actual)**

Session	Date	Topics
1	Sept. 23	Welcome, Overview, Roadmap, Req. 3.01 – 3.07 (3.07.010)
2	Oct. 4	Req. 3.07.010 – 3.08.010
3	Oct. 11	Req. 3.08.10 – 3.10.009
4	Oct. 18	Req. 3.10.010 – 3.11.010
5	Oct. 25	Req. 3.11.011 – 3.14.03
6	Nov. 1	Req. 3.14.04 – 3.18
7	Nov. 8	Issues (Pending/Open) & Roadmap
8	Nov. 15	Flowchart

ID	Function	Session (Original Planned)	Session (Actual)
3.01	Setup an Agency	1	1
3.02	Inactivate an Agency	1	1
3.03	Setup a User	1	1
3.04	User Profile Information	1	1
3.05	Inactivate User Account	1	1
3.06	Transfer Profile Information	2	1
3.07	Pre-Approval Request	2	1 (to 3.07.010) 2
3.08	Reimbursement Request	2	2 (to 3.08.010)
3.09	Pre-Payment Request	2	3
3.10	Account Coding	3	3 (to 3.10.009)
3.11	Payment Approval	3	4 (to 3.11.011)
3.12	Manage Workflow	3	5
3.13	Report/Query Information	4	5
3.14	System Help	4	5 (to 3.14.03)
3.15	Broadcast Message	5	6
3.16	Policy Exceptions – System Notification	5	6
3.17	Maintenance of User Information	5 & 6	6
3.18	Travel Reservations	6	6
	Business Rules	6	

